

Space Family Education, Inc.  
Board of Director's Open Meeting

**REPORTS**

***Director***

**Staffing**

- **New Hires:** Ms. Hirning is working all new hires and looking for 3 more for the new Center. Have 7 for regular school. Training classes for CDAs are setup. The instructor for these courses will be coming every 2 weeks to get all the new people trained. The Board discussed and determined that we needed to establish a policy on upgrading salaries based on CDA certification. The Board decided that we need to come up with a pay scale chart and we need to keep it up to date. Ms. Hirning also pointed out that she will use the Temp Service company in League City to provide subs when she needs them.
- **Resignations:** None
- **Other:** Reported that she will be working with Gretchen Thomas to fill the school next week.

**Operations**

**Facility:** The Board agreed that given our very slim operating budget it would be necessary for the teachers to pay for their lunches.

**Special Events:** First day of school is August 17th. Ms. Hirning will begin moving existing students on the 17th and 18th. Brand new kids will start on the 21st. Wednesday before school starts the kitchen will do a dry run.

**Other:**

Summer Camp going great. Ms. Hirning has been calling in from the waitlist and believes we've made 7 to 8K so far.

***Committees***

**Education Curriculum:**

(Kristy Hirning)

Ms. Hirning reported that she has purchased the ABEKA books for the school year.

**Playground:**

Mr. Janas was absent, but it was reported that the committee has scrubbed the equipment selection down to meet the amount of our loan agreement. The first check will be cut tomorrow out of the Merrill Lynch account. Money for the loan will come on Monday. The Board discussed the fact that we had not really seen a formal proposal from the committee and that a different company had ultimately been selected. Since the Board knows little about the new vendor, but is being asked to cut a check, Ms. Gomez took the action to call the Playground vendor and get a first hand understanding of what was being provided and how hard and fast the need was for a check immediately.

**Newsletter and WebPage**

We have a new parent. The Crucian's have taken over responsibility for this. It's due.

***Room Captains***

**Room 1**

(Ron Clayton; Alternate, Cindy Cross)

No Report

#### Room2

(Ray Gomez; Alternate, Mark Gibb)  
No Report

#### Room 3

(Tom Allen; Alternate, Pam De La Cruz)  
No Report

#### Room 4

(Lori Garcia; Alternate Michael Janas)  
No Report

#### Room 5

(Karen Pickering; Alternate, Bobbie Swan)  
No Report

#### Kindergarten

(David Goeken; Alternate, Gretchen Thomas)  
Field Trip yesterday was fun.

### ***Board Members***

#### Policies and Procedures

Gretchen Thomas:

Was absent but reported through Ms. Buquo that the Center is full and that she's meeting with Ms. Hirning next week to start bringing on board the new kids.

#### Secretary

Lynn Buquo

Annual meeting has been slipped to June 27th and she reminded everyone that it would be in the Building 30 auditorium.

#### Treasurer

Susan Gomez

Reported that we finally have Merrill Lynch checks that are correct. Reported that she has tested the new banking process and that it is working. Ms. Gomez slowly transitioning, however, just to make certain there are no major glitches that occur. She reported that all the appropriate documentation was sent in to receive CFC funds again this FY. She has not entered the new budget into the system yet so the Board reviewed only income vs. expenses for the month.

Ms. Gomez pointed out that the summer camp income is coded so that we can discriminate which is regular and which is summer camp. Ms. Gomez will make a new category called loan payback.

#### Vice President

David Goeken

Mr. Goeken pointed out that there was a remote possibility that the new Charter School will be out the back gate and that they were interested in looking at whether or not we could make an arrangement to provide the aftercare. He pointed out that there was at this time no board action, but that this might be a good way to help our budget situation. Mr. Boyes asked Mr. Goeken to put together a proposal.

The Board discussed the agreed-to MOU change with JSC that allowed contractor employees to solicit the contractor community for corporate sponsorship of the Child Care Center. Mr. Goeken was going to work the MOU change and the letter to folks encouraging them to participate.

#### President

Tim Boyes

Reported that he is currently putting the promisory note together. He explained that SFEI would be receiving two drops of money totalling 100K, one drop in June, one in July. It's a 5-year loan at 6.5%. We don't start payment for 90 days ( \$1,750 for the first 9 months and the remainder will be 2153). The Center also agreed to give us a 28K bridge loan which is a 90-day loan that we hope to pay off using Summer Camp proceeds.

He also reported that the old facility would remain in place for at least a three-year period. Ms. Buquo stated that she would need to make certain that at a minimum all three buildings had phone capability.

The Contractor building the new facility is still shooting for the July finish date. AC is running. Bus is scheduled to have AC put in it the last week of June. No impact to field trips.

Mr. Boyes reported that he had purchased software for a data management system that will be used in the reception area. It's primary use was for time management and nutrition information on each child. ISD will be delivering one computer early to allow the software to be up and running as the new facility opens. Folks will begin training on it soon. It will have a key pad at the reception counter. Parents will have to check-in and checkout. Same software that's being used by Ed White. Software package was \$1700 to \$1800 and will essentially handle several of the things Shelly is doing manually.

ParentWatch. Got the OK on the testing. Doing a security scan. Still going to try to outfit the old building before doing the new building.

### ***SFEI Members***

#### **Walk-ons**

### ***BUSINESS***

#### **Old Business**

#### **New Business**

The next meeting will be July 20, 2000  
Room Location Bldg. 45, Rm 351; 11:30 AM - 1:00 PM